



United States Interagency Council on Homelessness (USICH)

Director of Policy Initiatives

Job Announcement

**May
2021**

USICH Title of Position

Director of Policy Initiatives

Salary Grade, Range and Job Family

This position is GS-15. USICH positions are GS-graded. This position is full-time and includes federal government benefits.

Physical Location(s) of Opportunity

This position is located in the immediate office of the U.S. Interagency Council on Homelessness (USICH) in Washington, DC.

Who will the position report to

Chief Operating Officer

With whom does this position interact

Interactions	% Of Time Spent
<i>External clients</i>	30
<i>Internal clients</i>	30
<i>Direct reports</i>	15
<i>Staff (below directs)</i>	3
<i>Peers</i>	15
<i>Vendors</i>	10

Number of direct and indirect reports

Directs: up to 3

Titles and locations of direct reports

DC-based direct reports may include Policy Directors and Management and Program Analyst. Specialist.

Education and certification

College degree minimum. Skills/experience commensurate with position requirements.

What minimal technology will be used in this position

Must have high level of experience with and knowledge of both existing and emerging technology used in the policy space. Must be Internet savvy. Must be fully PC literate using Microsoft suite of standard products to include Outlook, Word, Excel and PowerPoint.

How Much Travel Will Be Required

Local and overnight travel may be required.

Key Roles for this Position

The incumbent of this position serves as the Director of Policy Initiatives with the US Interagency Council for Homelessness (USICH) and reports director to the Chief Operating Officer. The incumbent provides support to the Council, the Executive Director and Chief Operating Officer. The mission of the USICH is to coordinate the Federal response to homelessness and to create national partnerships at every level of government and with the private sector to reduce and end homelessness in the nation while maximizing the effectiveness of the Federal Government in contributing to the end of homelessness.

Major Duties and Responsibilities

- Provide senior level knowledge and support for all Agency activities. Provide authoritative advice and consultation to the Council, Executive Director and the Chief Operating Officer on a broad range of issues related to preventing and ending homelessness through the improved coordination of Federal agency programs and working in partnership with states, local governments, the private sector, and nonprofit organizations.
- Incumbent is responsible for the direct implementation of the federal strategic plan to prevent and end homelessness.
- Represent the Agency in meetings and/or events with other Federal agencies, State and Local officials and private sector parties.
- Also coordinates policy team's work with communications, public affairs, and congressional and external affairs strategy development and implementation.
- At the Chief Operating Officer or the Executive Director's request, will act as an official spokesperson for the Council.
- Manage Agency's policy agenda, interagency collaborations, and relationships with Council member agencies.
- Perform other tasks as requested by the Chief Operating Officer, the Executive Director and the Council including, but not limited to, assisting in briefings before Senior Administration officials and Congress, organizing and conducting senior level meetings, and serving as an official spokesperson at official speaking engagements.
- Develop and implement the necessary management systems and procedures to ensure that the policies, programs, goals and objectives of the Council are achieved.
- Assign and review work products, keep staff informed of the policies, procedures and goals of the Chief Operating Officer, the Executive Director and the Council.
- Duties as assigned.

How much decision-making latitude is accorded this position

As defined by the Chief Operating Officer

Factor Level Descriptions

Incumbent serves as a Supervisory Category Manager; directs highly technical or complex administrative programs, which involves the development of key agency regulatory, policy development, or comparable programs. In addition, provides expert advice to the Council, Executive Director and Chief Operating Officer on interpretation of policy and congressional initiatives, regulations or other developments that could impact the policy work of the agency. Projects are vital and integral to the mission of the office of the Interagency Council on Homelessness (USICH). The work involves establishing criteria, formulating projects and assessing program effectiveness. USICH is an independent Federal agency having nationwide scope and a professional staff responsible for administering the USICH programs.

Application Information

Please email a cover letter which includes your availability, your resume to jobs@usich.gov.

Announcement open to the public.

Position open until filled. Review of applications will begin immediately upon receipt and position will be filled as soon as possible.

Position duty station is Washington, DC.

USICH is an Equal Employment Opportunity employer.

You must be a U.S. citizen to be considered for this position.

This position requires a background check; must be able to successfully pass and maintain clearance.

All Federal employees are required by PL 104-134 to have Federal payments made by Direct Deposit.

Male applicants born after December 31, 1959, will be required to certify that they have registered with the Selective Service System, or are exempt from having to do under the Selective Service Law.

This is a federal government position, open to all candidates with or without prior federal government experience.

Position includes a 1 year probationary period in which incumbent can be terminated without cause.

Relocation expenses are not authorized.

Full-time position with federal government benefits.

The Federal government offers a number of exceptional benefits to its employees including health benefits, life insurance, annual and sick leave, flexible spending accounts, long term care insurance, retirement and thrift savings plan, and family friendly flexibilities. To find out more click here <http://www.usajobs.gov/EI/benefits.asp> .

This position is exempt from the Fair Labor Standards Act.

This position is not in a bargaining unit.